

**Letter to Families/Newsletter Rubric: 20 points**  
**Elementary Level**

Please write your name in the space below and attach this rubric to your assignment when submitting it for a grade.

Name: \_\_\_\_\_

Your grade will be based on the following criteria:

\_\_\_\_\_ Inclusion of a salutation: Dear Parents/Guardians (1 point)

\_\_\_\_\_ Inclusion of the following items (2 points each):

\_\_\_\_\_ class rules

\_\_\_\_\_ positive consequences: "rewards" for good behavior

\_\_\_\_\_ limit setting consequences: actions resulting from misbehavior

\_\_\_\_\_ a severe clause: What will happen in the event of extreme behavior such as fighting, bringing a gun to school, using drugs?

\_\_\_\_\_ Positive introduction: The first paragraph should introduce you and should welcome the student to your class. It may also include some highlights of the quarter/semester/year that you have planned. It should be stated very positively. 2 points)

\_\_\_\_\_ Positive conclusion: End the letter/newsletter on a positive note. (2 points)

\_\_\_\_\_ Inclusion of contact information: Indicate how parents/guardians may contact you. Provide school phone number and email. You can use a bogus number and email address. (1 point)

\_\_\_\_\_ Conclusion consisting of a complimentary closing, signature, and typed name (1 point):

Sincerely,



Ana Goodteacher

\_\_\_\_\_ Lack of grammatical, spelling, or mechanical errors.

No errors: 2 points

1-2 errors: 1 point

2 or more errors: 0 points

\_\_\_\_\_ Clarity of expression: Did you clearly communicate to parents/guardians what you truly wanted to say?

No areas of confusion: 2 points

1 area of confusion: 1 point

More than one area of confusion: 0 points

\_\_\_\_\_ Professional in appearance (neat, clean, and uncluttered)

Professional in appearance (1 point)

Unprofessional in appearance (0 points)

**= Total points for assignment**